



सत्यमेव जयते

Government of West Bengal
Office of the Block Development Officer
Manikchak Dev. Block, Malda

Fax : 03512-272212
Phone : 03512-272326
Email : bdo.manikchak@gmail.com

Recruitment Notice

In pursuance of order no 228(17)/MDM, dated-22/07/2014 of the District Magistrate, Malda, application is invited for the post of Data Entry Operator (DEO) on purely contractual basis from Indian citizen in the prescribed format under cooked Mid Day Meal Programme under this Block as detailed below. Candidate will be selected on the basis of written exam, efficiency in computer test and viva voce. The engagement may also be terminated by the head of department/Office for unsatisfactory service, misconduct etc of the incumbent concerned.

Name of the Post	No. of Post	Minimum Required Qualification	Age Limit	Professional Fees per month	Mode of Payment
Data Entry Operator	01 (one) UR	Graduation in any branch with certificate of one year Diploma in Computer Application	As per Extant Govt. Rules	Rs.11,000/-	After deduction of P.tax & IT Applicable

Incomplete application or application received after last date & time shall be summarily rejected. Application in the given proforma typed/printed on thick foolscap size white durable paper to be dropped at the drop box in the mid-day meal section of, Manikchak Dev. Block Malda between 10.30 AM to 5.30 PM on all working days. Application must be reached to the office of the undersigned within the closing date i.e. the 06/02/2017 up to 5.30 P.M.(period of application 19/01/2017 -10:30 A.M to 06/02/2017 - 5.30 P.M.


Documents to be submitted along with application form are as follows:-
(All documents have to be submitted by self attested)

- 1) Dully filled Application as per given format.
- 2) One set of photo copies of educational qualifications and computer education.
- 3) Photocopy of EPIC.
- 4) Four copies passport size photo dully signed by the candidate.
- 5) Admit Card of Madhyamik for Age Proof [Age limit not below 21 years and not above 40 years as on 01/01/2017.
- 6) Two copies of self address envelop with proper postage stamp.

Total Marks 100 (a. Written test-70 marks, b. Computer efficiency test-10 marks, c. Viva voice test-20 marks)
Written test comprising of 70 marks in the following subjects.

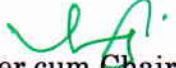
- I) Question related on English-----20 Marks
- II) Question related on Mathematics-----20 Marks
- III) Question related on GK & current Affairs -----20 Marks
- IV) Question related on Computer Knowledge -----10 Marks

Thereafter qualified candidates will have to appear for computer efficiency Test on 10 Marks & viva voice test 20 Marks.


Block Dev. Officer cum Chairperson of CMDMP
DEO, Recruitment Committee
Manikchak Dev. Block, Malda

Copy forwarded for information to:-

- 1) The Hon'ble District Magistrate, Malda.
- 2) The ADM(Gen), Malda.
- 3) The ADM(LR), Malda.
- 4) The ADM(ZP), Malda.
- 5) The ADM(Dev.), Malda.
- 6) The Sub-Divisional Officer, Malda Sadar, Malda.
- 7) The O/C, Mid-Day-Meal Section, Malda.
- 8) The DIO, NIC with a request to upload the notice in district web portal for wide publication.
- 9) The Employment Exchange Officer, Chanchal Employment Exchange, Malda.
- 10) The Savapati, Manikchak Panchayet Samity, Manikchak.
- 11) The BL&LRO, Manikchak, with a request for wide publication.
- 12) The BLDO, Manikchak, with a request for wide publication.
- 13) The ADSR, Manikchak, with a request for wide publication.
- 14-15) The SI of Schools, Manikchak Circle/Manikchak-I Circle, with a request for wide publication.
- 16-26) The Proadhan (All) GP, with a request for wide publication.
- 27) Mid Day Meal Section, Manikchak Dev. Block.
- 28) Office Notice Board.


Block Dev. Officer cum Chairperson of CMDMP
DEO, Recruitment Committee
Manikchak Dev. Block, Malda

Application for data entry Operator (DEO), Cooked Mid Day Meal Programme (CMDMP)
For Manikchak Development Block

Reference Notification number: 170/1(28)/MCK, Dt.18.01.2017

Affix a color
Passport Size
Recent
Photograph
duly signed by
the Candidate

To
The Block Dev. Officer cum Chairperson of
Block Level Selection Committee of CMDMP.
Manikchak Dev. Block,
Manikchak, Malda,

Sir,
I beg to apply for the post of DEO (on purely contractual basis) of CMDMP of Manikchak
Development Block.

My particulars are furnished below:-

1. Full name (In capital Letter):-
2. Name of Father/Husband:-
3. Date of Birth:-
4. Sex:-
5. Nationality:-
6. Permanent Address: Vill P0
- PS..... DIST-PIN.....
7. Age on 01/01/2017-
8. Educational Qualification:-

Name of the Examination	Board / University	Year of Passing	Total Marks	Marks Obtained	Percentage of marks	Division	Remarks (do not write in this column)

9. Computer Knowledge-
10. Experience if any-
11. Mobile No (Mandatory)-
12. Email ID (Mandatory)-

Place:
Date-

Signature of Applicant